

**SECRET**

SECURITY INFORMATION

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100050015-5

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chairman, Efficiency Awards Committee  
FROM : Recorder, Efficiency Awards Committee  
SUBJECT: Meeting of Efficiency Awards Committee

DATE: 21 November 1951

1. Confirming our recent conversation, the Efficiency Awards Committee will meet on Tuesday, 27 November 1951, at 10:00 a.m. in Room 115, North Building.

2. One employee suggestion and two superior accomplishment recommendations are summarized below. You may care to bring this memorandum to the meeting for convenient reference.

*#20.00 suggestion award presented to*

Suggestion

25X1A

25X1A

a.

[REDACTED]  
Intelligence Officer, GS-11  
Office of Policy Coordination  
Western Europe Division

(1) Synopsis of suggestion:

(a) The suggestion is offered that every metal safe-file or similar locking container should have an identifying number stamped clearly upon it with metal dies. For wooden files, metal numbered tags should be affixed. A master list of these numbers, keyed to currently valid combinations, should be maintained at some point away from Washington, as well as the list kept locally by CIA Security.

(b) The suggester alleges that in the event of fire or bombing, where safes might be tossed about and the paint peeled off by heat, the present paper numbered tags would disappear and closed safes, scorched but otherwise undamaged, would present an intriguing problem and probably would require opening by force. This would result in further damage to government property and additional expense.

(c) According to the suggester, the system of maintaining an up-to-date master file in duplicate at some distance from Washington should not prove too difficult and the saving in time and expense in a disaster by fire or bombing is obvious.

*Disapproved*

*27 Nov. 51*

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(2) Evaluation of Deputy Advisor for Management,  
[REDACTED]

(a) The initial review of the subject suggestion prompted this office to conclude that the proposal for die stamping safes appeared sound. However, the Inspection and Security Office, qualified to give expert advice on this matter, states that die stamping would seriously damage safe files.

(b) The Inspection and Security Office also stated that they have been running tests since March 1951, on the problem of safe identification and, as a result of these tests brass plates, secured by iron screws, will be installed upon receipt of the plates.

(c) The Inspection and Security Office also stated that more comprehensive suggestions were made to them along this line by other CIA employees during 1950.

(d) In view of the above, particularly paragraph 1, it is recommended that an Inspection and Security Representative together with the suggester be called by the Efficiency Awards Committee for the purpose of explaining in detail their opposite points of view.

Superior Accomplishment Recommendations

25X1A

a.

[REDACTED]  
Administrative Officer, GS-9  
Office of Special Operations  
FDT (now Western Hemisphere Division)

*Within grade  
approved 27 Nov. 64*

(1) Recommendation:

25X1A

[REDACTED] DAD/SO, proposes an in-grade salary increase of two steps for superior accomplishment.

25X1A

(2) Reference Cited:

CIA Regulation [REDACTED]

(3) Synopsis of recommendation:

25X1A

(a) [REDACTED] is an officer in the OSO field station in [REDACTED] which recently

25X1A

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-2-

achieved outstanding success in an extremely sensitive operation, the details of which cannot be committed to writing, but could be presented verbally to members of the Efficiency Awards Committee, if necessary.

25X1A

(b) While all the personnel of the station participated in the operation, the station chief at [REDACTED] as reported as follows concerning [REDACTED]

25X1C

"Once the operational phase of the project was begun, he became one of the key figures in the project. During the operation this employee received less than five hours average sleep a night, maintaining his regular office duties as well as participating in the project. During the operation he participated as much as 15 to 16 hours at [REDACTED]

25X1A

(c) [REDACTED] overall performance of his present duties has been outstanding. He has become highly proficient [REDACTED] work and in photography. His development of these skills has enabled the [REDACTED] station to undertake and accomplish dangerous operations. His services have been over and above the call of duty.

25X1C

25X1A

(4) Comment of Advisor for Management:

25X1A

(a) Reference the attached case ([REDACTED] and [REDACTED]). I believe the best approach should be to have a representative of SO present the case to the Committee.

25X1A

(b) However, as to the two-step increase which has been recommended for [REDACTED] as we expressed in a previous memorandum, it is our interpretation that for superior accomplishments only one-step may be granted.

25X1A

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b.

[REDACTED]  
Intelligence Officer, GS-11  
Office of Special Operations  
FDT (now Western Hemisphere Division)

25X1A

*Within grade  
approved  
27 Nov. 1951*

(1) Recommendation:

25X1A

[REDACTED] DAD/SO, pro-  
poses an in-grade salary increase of one step  
for superior accomplishment.

(2) Reference Cited:

25X1A

CIA Regulation [REDACTED]

(3) Synopsis of recommendation:

25X1A

(a) [REDACTED] is an intelligence officer  
in the OSO field station [REDACTED]

25X1A

25X1A

[REDACTED] The personnel of this station, with  
appropriate assistance from Headquarters,  
recently achieved outstanding success in an  
extremely sensitive operation, the details of  
which cannot be committed to writing, but  
could be presented verbally to members of the  
Efficiency Awards Committee, if necessary.

25X1A

25X1A

(b) While all the personnel of the station  
participated in the operation, the station  
chief [REDACTED] has reported as follows  
concerning [REDACTED]

"This officer was responsible for laying  
the groundwork and the necessary organ-  
izational planning for the project. It  
is believed that he, more than anyone  
else, was responsible for conceiving the  
idea and possibility of the project which  
he developed over a period of time, while  
at the same time being involved in numerous  
other cases of an investigative nature."

25X1A

(c) [REDACTED] has performed the duties of  
his present assignment in an outstanding manner.  
His meticulous planning of the [REDACTED] oper-  
ation resulted in a superior operational achieve-  
ment which was accomplished with a minimum of  
risk to OSO personnel and activities despite  
the security precautions of the target instal-  
lation.

25X1A

(4) Comment of Advisor for Management:

(a) Reference the attached case [REDACTED] 25X1A  
and [REDACTED]. I believe the best approach 25X1A  
should be to have a representative of SO  
present the case to the Committee.

(b) However, as to the two-step increase 25X1A  
which has been recommended for [REDACTED] as  
we expressed in a previous memorandum, it  
is our interpretation that for superior  
accomplishments only one-step may be granted.

25X1A

